

# IMPORTANT DETAILS ON COMPLETING THIS DOCUMENT

1. **Students within our service area must submit documents to the Financial Aid Office in person.** Distance students may submit documents via student email to [financialaidoffice@abtech.edu](mailto:financialaidoffice@abtech.edu) or postal service, though we strongly recommend submitting them in person if possible. The Financial Aid Office is no longer able to accept documentation via fax. If you submit documents via email, with the understanding that email submissions are not a secure form of communication, complete and include an official Financial Aid Cover Sheet with your submission. The Cover Sheet can be found at [abtech.edu /Financial Aid /Forms & Resources](http://abtech.edu/FinancialAid/Forms%20&%20Resources). Documents that are submitted via email without the completed Cover Sheet will not be processed by the Financial Aid Office.
2. We strongly advise that you type your answers into the fillable fields for clarity.
3. If parent signature is required, parent must hand-sign the document. Digital signatures for parents are not allowed.
4. Do not use a mobile phone to complete this document. Doing so may result in lost data and inaccurate formatting.
5. You must save this document to your computer, or print it immediately, to prevent loss of the data you entered.
6. The fillable fields on this document may not work when opened in the Mozilla Firefox browser. We advise that you complete the form in Internet Explorer or Chrome instead.
7. You must use Adobe Reader to fill out this document across all operating systems and devices. Using the Preview app on Apple desktop, notebook, and iOS devices will result in lost data.

## 2019-20 Institutional Student Information Record

Student ID: \_\_\_\_\_

Name: \_\_\_\_\_

## READ, SIGN, AND DATE

If you are the student, by signing this application you certify that you

- will use federal and/or state student financial aid only to pay the cost of attending an institution of higher education,
- are not in default on a federal student loan or have made satisfactory arrangements to repay it,
- do not owe money back on a federal student grant or have made satisfactory arrangements to repay it,
- will notify your school if you default on a federal student loan, and
- will not receive a Federal Pell Grant from more than one school for the same period of time.

If you are the parent or the student, by signing this application you agree if asked, to provide information that will verify the accuracy of your completed form. This information may include your U.S. or state income tax forms. Also, you certify that you understand that the Secretary of Education has the authority to verify information reported on this application with the Internal Revenue Service and other Federal agencies. If you sign any document related to the federal student aid programs electronically using an FSA ID, you certify that you are the person identified by the FSA ID and have not disclosed that FSA ID to anyone else. If you purposely give false or misleading information, you may be fined \$20,000, sent to prison, or both.

Everyone whose information is given on this form should sign below. The student (and at least one parent, if parent information is given) MUST sign below.

**Electronic signatures cannot be used on this form.**

Student \_\_\_\_\_ Date: \_\_\_\_\_

Parent \_\_\_\_\_ Date \_\_\_\_\_